



HUMAN RESOURCES

Illinois State University

The following is a full 2017 calendar of dates for deadlines to submit and approve time.

Pay Period Ends and Employee Timesheet Submittal Due	Final Manager Approval Due (4:00 PM)
Saturday, December 31	Wednesday, January 04
Sunday, January 15	Wednesday, January 18
Tuesday, January 31	Thursday, February 02
Wednesday, February 15	Friday, February 17
Tuesday, February 28	Thursday, March 02
Wednesday, March 15	Friday, March 17
Friday, March 31	Tuesday, April 04
Saturday, April 15	Tuesday, April 18
Sunday, April 30	Tuesday, May 02
Monday, May 15	Wednesday, May 17
Wednesday, May 31	Friday, June 02
Thursday, June 15	Monday, June 19
Friday, June 30	Wednesday, July 05
Saturday, July 15	Tuesday, July 18
Monday, July 31	Wednesday, August 02
Tuesday, August 15	Thursday, August 17
Thursday, August 31	Tuesday, September 05
Friday, September 15	Tuesday, September 19
Saturday, September 30	Tuesday, October 03
Sunday, October 15	Tuesday, October 17
Tuesday, October 31	Thursday, November 02
Wednesday, November 15	Friday, November 17
Thursday, November 30	Monday, December 04
Friday, December 15*	Wednesday, December 13*

(*Employee timesheet submittal due date of December 13th includes estimated hours through the end of December 15th. Employee timesheet submittal and Manager Approval due dates for this pay period may change as needed to allow early payroll processing for final December pay.)

1. All pay period end dates apply to semi-monthly employees. Monthly paid employees (e.g. Faculty) need only report time at the end of each month.
2. Positive Time Reporting for Salaried AP and Civil Service employees should be completed separately by the end of each calendar month (to comply with State Ethics Act).